

DEPARTMENT OF ADMINISTRATION  
PUBLIC RECORDS BOARD  
PRB-001 (R 04/2010)  
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## Records Retention / Disposition Authorization

- Instructions for completion are provided on pages 2-3.
- In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

### 1. Retention/Disposition Authorization # (RDA)

Sequential Number

317

Suffix

### 2. Agency Number

437

### 3. Unit Number

PL

### 4. RDA Status

☐ New☒ Amended☐ Sunset/Renewal☐ Closed/Superseded

### 5. Agency Name

Department of Children and Families

### Division Name

Department-Wide

### Subdivision Name

### 6. Record Series Title

Administrator and Policy Memos

### 7. Record Series Life Cycle Dates

Year Created

2004

Year Discontinued

Year of Final Disposition

### 8. Medium for Records Storage - Check all appropriate categories

☒ Electronic/Digital☐ Microform☒ Paper☐ Other (Specify)

### 9. Retention Time Period - Specify Actual Period

Yrs

10

Mo

Wks

Days

Permanent

☐

### 10. Event that Initiates the Start of the Retention Time Period

Creation

Fiscal

Other (Specify)

☐ (CR)☐ (FIS)☒ Superseded

### 11. Disposition

☐ Destroy☒ Transfer to State Archives (WHS)☐ Transfer to Other Location (Specify)☐ Destroy Confidential☐ Transfer to UW Archives

### 12. Records Series Description

These records consist of Administrator's memos (Notice and Action) either give notice to partner agencies of official department policy or give notice to partner agencies of action needed to be taken. They go out under the Administrator's signature and are used by partners, contract agencies and division field staff. This record series includes all working papers.

Policy memos consist but are not limited to; Memo Series, Child Support Bulletins and other policy informational updates for partners and contract agencies.

This RDA will supersede RDA315 Program Policy memo Updates - Paper  
RDA315A Program Policy memo Updates Electronic

APPROVAL SUBJECT TO 10-YEAR  
SUNSET. RESUBMITTAL REQUIRED  
PRIOR TO March 2024

### 13. Records Contain Personally Identifiable Information (PII)

☐ Yes☒ No

### 14. Name of Agency Program Contact or Records Officer - Select appropriate title.

Jeannie Holtan

☐ Program Contact☒ Records Officer

Telephone 608-266-8002

Email jeannie.holtan@wi.gov

### 15. Records Series is Confidential or Access is Limited ☐ Yes ☒ No (If yes, enter Statute/Code)

### 16. APPROVAL SIGNATURES

Agency Official

Date (mm/dd/ccyy)

Agency Records Officer

Date (mm/dd/ccyy)

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.

State Archivist

MAR 05 2014

Date (mm/dd/ccyy)

Executive Secretary - PRB

Date (mm/dd/ccyy)